



5 O'clock Club
Terms and Conditions
Club Contact Number: 01276 27546
E-mail: fiveoclockclub@cri.tamat.org.uk

Admissions Policy and Terms & Conditions – September 2025

This document contains essential information about 5 O'clock Club. You will be asked to sign to confirm that you have read and understood this information.

Please keep a copy to hand so that you can refer to it when necessary.

5 O'clock Club

5 O'clock Club is managed by Crawley Ridge Infant School. It offers *term-time* childcare as follows;

- after school from 3pm to 5pm Monday to Friday.

5 O'clock Club is located in our Nurture Hub and/or our main school hall at Crawley Ridge Infant School, Crawley Ridge, Camberley, Surrey, GU15 2AJ.

If the school is closed due to adverse weather, the club will not run, and a message will be posted on the school website.

For all enquiries, please e-mail fiveoclockclub@cri.tamat.org.uk.

5 O'clock Club is staffed by Playworkers who are employees of the school. From time to time, other school staff may assist in the Club e.g. to provide cover for staff absences.

Admissions Criteria

1. Those who have been on the waiting list for Graitney Club (based at the junior school) but have been unable to join due to club capacity
2. Children who are attending five days a week for the whole half term
3. Children who are attending at least three times per week for the whole half term
4. Children attending regular sessions. By regular, we mean the same sessions every week

Waiting List



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Where the number of bookings exceeds the capacity of 5 O'clock Club, a waiting list will operate, and priority will be given in accordance with the admissions criteria above.

Booking Procedure

To book your child/ren into 5 O'clock club, you must complete this form:

<https://forms.office.com/e/AVR1qJJSmw>

Once we have a booking, that will be considered a continuous booking unless we have had six weeks' notice of a wish to cancel. **We are unable to accept bookings where invoices remain unpaid.**

We require six weeks' notice in writing to cancel a regular booking. Bookings are not transferable.

Fees and Payments

The charge for the **4:30pm collection is £9.00 a session***

The charge for the **5:00pm collection is £12.50 a session***

(Please note that the school reserves the right to review these prices each half term whilst this club is in its infancy)

These charges apply regardless of the number of sessions booked. Children will not be able to leave the club early and there will only be two dismissals, the first at 4:30pm and the second at 5:00pm. Only in limited circumstances in agreement with the club can dismissals at other times be arranged, and these must be in exceptional circumstances only e.g. a family emergency.

The charges include a light snack and water/squash.

We reserve the right to charge an additional £10 for the first 15 minutes after 4:30 or 5pm for late pick-ups, to cover staff overtime costs. Any collection after 4:45/5:15pm will incur additional charges of 50p per minute per child.

Invoices will be raised after the booking forms for each half term have been received and the places allocated. Invoices will be sent half termly. Payments not received within 14 days of the invoice date will be followed up by e-mail, phone call or letter. **The school reserves the right to cancel the booking for any pupils where payment is overdue, and the place will be withdrawn.**

Fees will be reviewed regularly by governors to ensure they cover the cost of operating the club and a half-term's notice will be given for any changes.



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Changes to bookings

We are not able to offer refunds for missed sessions due to illness, holidays, school trips or other absences, or where the pupil attends only part of a session. Pupils attending after school sports clubs etc. may then go to 5 O'clock Club if booked in, but the full session charge will still be made. **Bookings are not transferable.**

5 O'clock Club staff will follow up the non-attendance of any pupil that is booked in for an after-school session, with either the parent/carer or school, as part of its commitment to Child Protection and Safeguarding. Non-attendance at the morning sessions is not followed up. **We require six weeks written notice to cancel a regular booking.**

Late pick-ups

Please contact us if you anticipate being late in collecting your child. Charges for late pick-ups will be added to the next invoice. We appreciate that traffic conditions can sometimes make late pick-ups unavoidable and we will continue to provide care for your child under these exceptional circumstances only. **We do not provide care after 5pm for any other purpose**, such as over-running meetings. If you are regularly late in collecting your child, we may suggest that you seek alternative, more flexible childcare arrangements.

Policies and Procedures

5 O'clock Club has policies and procedures including, but not limited to:

- Food and Drink
- Daily Safety Checks
- Promoting Positive Behaviour
- Non-attendance and non-collection
- Accident and Incident
- Settling in
- Play
- Emergency Closure
- Missing child
- Smoking, alcohol and drugs
- Physical Intervention
- Illness and infectious diseases
- Visitors
- Early Years Foundation Stage.

Copies of these policies are available for inspection at 5 O'clock club.



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Where there is not a policy specific to 5 O'clock Club, the club will follow the Crawley Ridge Infant School/TAMAT's policies, which include, but are not limited to:

- Health and Safety
- Complaints Procedure
- Supporting Children with Medical Conditions
- Equality
- Grievance
- Whistleblowing

Behaviour

5 O'clock Club prides itself on a happy atmosphere where all children feel safe. The club follows the behaviour policy of CRIS and children who are not able to follow this policy may be excluded from the club for a short period or permanently.

Complaints

The club follows the TAMAT Complaints Policy which can be found on the school website. Complaints will be taken seriously and investigated in accordance with the policy. Threatening or aggressive behaviour from parents, carers or children will not be tolerated and could result in a termination of the contract.

GDPR

The club follows the TAMAT Data Protection Policy and complies with the current GDPR regulations

Website

<https://www.crawleyridge.co.uk/wrap-around-care>